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CONSTITUTION OF THE

University and School Extension.

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By SETH T. STEWART, Sec'y.

EXECUTIVE COMMITTEE.

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President, Princeton University.

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President, Columbia College.

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NORMAN A. CALKINS,
Superintendent, School Extension.

SETH T. STEWART,
General Secretary.

P. O. Box 192, Brooklyn, N. Y.

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BOARD OF DIRECTORS.

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121 West 87th Street, New York City.

CONSTITUTION

OF THE

UNIVERSITY AND SCHOOL EXTENSION.

The design of the University and School Extension is to supplement and to strengthen the university and the school systems ; to increase the culture and to promote the interests of teachers as members of a profession ; and to advance and extend the knowledge of letters and of the arts and sciences.

Its work shall be under the control of an Executive Committee, Boards of Directors, and faculties of University Extension and School Extension.

EXECUTIVE COMMITTEE.

The President of the Faculty of University Extension, the Superintendent, and the General Secretary, together with the Presidents of the four institutions represented in the first organization, if they consent to serve, and such others as they shall designate shall constitute the Executive Committee. This Committee shall organize Boards of Directors and auxiliary societies, for each of which it shall add special provisions to this Constitution ; but no change in any Board or Society once organized shall be effected without the consent of the same. The Executive Committee shall, also, determine the terms and conditions on which societies already in existence may become associated with the work of the University and School Extension.

The Executive Committee is authorized to construe and enforce the Constitution and to determine all questions of jurisdiction. It is authorized to further the objects to which reference has already been made. It shall have the title with full control of the property of the general Society until the National Board of Directors effects an incorporation, when the title to said property shall vest in said Board. The Executive Committee shall organize and shall be members of the National Board of Directors.

PRESIDENT.

The President shall be elected by the Faculty of the University Extension, each member being entitled to one vote, and no person shall be eligible who is not at the time of his election a President of some university or college represented in the Faculty. He shall be elected every second year, in the month of June, the first election dating from June, 1889, and his term of office shall begin the first of September following. No President, after the first, shall hold office during two consecutive terms.

SUPERINTENDENT.

The Superintendent shall be elected by the Faculty of the School Extension, each member being entitled to one vote, and no person shall be eligible who is not at the time of his election a Superintendent or a Principal. He shall be elected every second year, in the month of June, the first election dating from June, 1890, and his term shall begin the first of September following. No superintendent, after the first, shall hold office for two consecutive terms.

GENERAL SECRETARY.

The General Secretary shall be appointed by the President and the Superintendent, and he shall hold office during good behavior. He shall direct the correspondence of the University and School Extension, shall prepare and issue the notices, shall have charge of all necessary printing of the General Society, and shall determine for all local and auxiliary societies the forms of required printing. He shall serve as Secretary to the National Board of Directors, and to the Faculties. He may appoint assistant secretaries, who shall be subject to his directions, and who shall hold office by appointment from year to year; but after service for three successive years, they may hold office during good behavior. In case of vacancy in the office of General Secretary, the position shall be filled by the appointment of one of the assistant secretaries.

FACULTY OF THE UNIVERSITY EXTENSION.

The courses of study, the examinations, the certificates, and the diplomas in subjects generally taught in the colleges, shall be in the exclusive control of the Faculty of the University Extension.

The Faculty of the University Extension shall consist of a president and professors appointed by him from the universities and colleges in the several States, on the nomination of their respective presidents, and, if deemed expedient, from among prominent specialists not professors of colleges. The four institutions represented in the first organization of the University Extension shall be entitled to equal representation, and each State shall be entitled to at least one member in the Faculty.

The members of this Faculty shall be appointed in the month of July for the term of two years, beginning the first of September. After two years of service, appointments may be made permanent, provided, however, that professors may remain members of the Faculty of University Extension, only so long as actively connected with their respective colleges.

FACULTY OF THE SCHOOL EXTENSION.

The courses of study, the examinations, the certificates, and the diplomas in subjects generally taught in the schools shall be in exclusive control of the Faculty of the School Extension.

The Faculty of the School Extension shall consist of a Superintendent and members appointed by him from the number of superintendents, principals, and teachers in the different States, each State being entitled to at least one representative in the Faculty.

The members of this Faculty shall be appointed in the month of July, for the term of one year, beginning the first of September. After two years of service, if reappointed, they may remain in the Faculty while connected with school work.

MEMBERS.

Any approved person, on payment of the required registration fee, may become a member of the University and School Extension, except that, to be registered in the University Extension courses other than preparatory, the applicant for membership must be not less than twenty years of age, if male, and not less than eighteen years of age, if female. The name of any member may at any time for cause be stricken from the roll by a two-thirds

vote of the officers of the local, State, or National Board; and, in general, any appointing, electing, or organizing body may at any time for cause, after due hearing, rescind its action and thus remove any appointee or officer, or disband any Board or Society under its jurisdiction.

FUNDS.

Each Board or Society shall control its own funds, shall by a two-thirds vote of its Board of Directors designate a bank or trust company as a depository of the same in which all moneys received shall be promptly deposited, shall incur no liability beyond these funds, and shall alone be responsible for its obligations. Unexpended final balances of any disbanded organization shall vest in the Board of Directors under whose auspices the organization was formed. Each Board of Officers shall by a two-thirds vote determine the conditions under which funds or other property exceeding one thousand dollars in value, shall be withdrawn, expended, or otherwise transferred.

FEES.

The registration, class, and lecture fees shall be received by the Secretary of the Board or Society under whose auspices the lessons or lectures are given. The registration fee shall be determined by the Executive Committee, which is a part of the National Board. One-half of said fee shall belong to the local Board, if any exist, and the remainder shall be forwarded by the officer in possession of the money on or before the first day of October, January, April, and July to the Secretary of the State Board of Directors or to the General Secretary. The class and the lecture fees shall be determined by the Executive Committee of the Board

or Society under whose auspices the lessons or lectures are given. All other fees, including correspondence class fees, correspondence lecture fees, library fees, examination fees, and certificate fees, shall be determined and received by the Executive Committee, which is a part of the National Board of Directors. No class, lecture, or other fee shall be received by any Board or Society from any person not provided with the member's receipt for a given year, signed by the Secretary of the local, State or National Board, certifying the payment of the registration fee.

REPORTS.

In the month of March, the Executive Committee of each Auxiliary Society shall send to the President of the Board of Directors three copies of its annual report, and the Executive Committees of the local Boards of Directors shall send to the President of the State Board two copies of each of said reports and two copies of its own annual report; and the Executive Committee of the State Board shall send to the President of the National Board, a copy of its report, which shall include one copy of each of the other reports to which reference has been made.

BY-LAWS.

The Executive Committee of the National Board, the Boards of Directors, the Faculties, and the Auxiliary Societies may make and may at any time change their own By-Laws concerning matters not especially provided for in this Constitution.

AMENDMENTS.

This Constitution may be changed by a two-thirds vote of the members of each of the Faculties and of the Boards of Directors affected by said amendment. The amendments must be proposed by the Executive Committee of the General Society and by the Faculties. In counting the votes of Directors, the votes of the members of each shall have a value proportionate to the number of members individually registered in the University and School Extension under the jurisdiction of the respective Boards.

CONSTITUTION

OF THE

BOARD OF DIRECTORS.

The Board of Directors of the University and School Extension is organized under the general Constitution of the Extension, to which is added as a part of the same this Constitution.

The immediate design of this Board shall be to supplement and to strengthen the university and the school systems. It shall undertake to accomplish this object by planting and fostering the work of University and School Extension by the following means; 1. Holding public meetings in the interest of the cause; 2. Organizing the auxiliary societies provided by the Constitution; 3. Encouraging organized societies to pursue the work; 4. Instituting systems of occasional class work; 5. Establishing systems of occasional lectures; 6. Encouraging citizens to become patrons of some department of learning by making themselves pecuniarily responsible for courses of lessons or of lectures; 7. Encouraging citizens to become patrons of the work in general.

The Board being duly incorporated shall be a self perpetuating body with power to increase or decrease the number of its members.

The power to increase or decrease the number of members of the Board shall not affect the tenure of resident members of the State or National Boards of Directors, who shall be members of the local Board, as shall also be the Secretary appointed by the State or General Secretary.

Advisory members of the Board may be elected by the Board, but life and honorary members of the Extension may be created only in accordance with terms named by the Executive Committee of the National Board.

The officers of the Board shall be a President, two or three Vice-Presidents, a Treasurer, and the Secretary. In addition, there may be, if desired, a Recording Secretary. The election of officers and members of the Board shall take place every second year in the month of April, the term beginning the first day of May.

The Board of Directors shall act as a Board of Trustees, and as such shall have the title to its property with the ordinary rights and duties of trustees.

It shall be the duty of the Board to further all the work of the University and School Extension. It shall have control of the class and lecture systems in its jurisdiction.

The work in the class and lecture systems adopted or established by the Board of Directors shall be exclusively prescribed by the faculties; and the workers shall by preference be members of the faculties, or they shall be persons authorized by the State or National Board under a system approved by the respective faculties. The class and the lecture systems shall, as nearly as practicable, follow in time and topic any schedules issued by the Executive Committee which is a part of the National Board.

The Board of Directors shall retain control of its lecture system, but it may delegate to auxiliary societies authorized by the Constitution the establishment of class systems.

The Secretary shall receive all fees. He shall issue all receipts and certificates of membership. He shall distribute to the members of the Extension the circulars, schedules, and notices issued by the State or the General Secretary. The cost of circulars thus distributed shall be borne by the Board of Directors. On or before the first day of March, one-tenth of all donations or endowments received, without restriction to the contrary, shall be set apart for the uses of the State or National Board.

BY-LAWS

OF THE

BOARD OF DIRECTORS.

ARTICLE I.

MEETINGS.

The regular meetings of the Board of Directors shall be held on the third Thursday of each month, commencing in September and ending in May. The meetings shall begin at 4 P. M., and continue not later than 5:30 P. M. Special meetings may be called by order of the President, or the Board may adjourn to meet at any time.

The place of meeting shall be designated by the Board ; but in case of special meetings any place within the City of New York may be named by order of the President.

ARTICLE II.

OFFICERS.

SECTION 1. The officers shall be a President, three Vice-Presidents, a Treasurer, and the Secretary. The President and Vice-Presidents shall as nearly as possible be graduates of the Universities represented in the organization of the University and School Extension.

SEC. 2. The President shall be the presiding officer, and shall appoint all Standing Committees. He shall appoint all special committees, unless provision to the contrary is made by the Board. He may also reorganize any committee in the event of a vacancy in said committee.

SEC. 3. The Vice-President in the order elected shall be acting President in the absence of the President.

SEC. 4. The Treasurer shall be the custodian of all of the funds belonging to the Board, and shall hold the same subject to the order of the Board.

SEC. 5. The Secretary shall receive all fees. He shall issue all notices, tickets of membership, etc., and shall conduct the correspondence required by the Board.

ARTICLE III.

COMMITTEES.

SECTION. I. The Standing Committees shall be the following: 1. Rules and Regulations; 2. Ways and Means; 3. Members and Meetings; 4. University Extension; 5. School Extension; 6. Organization; 7. Auditing and Printing. The Committees shall be announced at the regular meeting held in May of each year. Special Committees may be appointed at any time and in any manner indicated by the Board. Each committee shall keep a record of its proceedings and report the same to the Board. All matters of business shall be passed upon by the Board before the same shall be binding upon the Board.

SEC. 2. The Committee on Rules and Regulations shall consist of three members. It shall report on all proposed changes in

the By laws, and it may offer from time to time for incorporation in the By-laws such proposed rules and regulations to govern the action of the Board and its committees in the transaction of business as it may deem advisable.

SEC. 3. The Committee on Ways and Means shall consist of seven members.

This committee shall devise and execute plans for securing funds from general patrons of the work. It shall report on the apportionment of the funds of the Board for general purposes and for the purposes of the several committees.

This committee shall be the financial adviser of the Board, and it shall also have general supervision of the property of the Board.

The Treasurer shall be a member of the Committee on Ways and Means.

SEC. 4. The Committee on Members and Meetings shall consist of five members. It shall report on all nominations for membership in the Board. The report, however, shall not be required within a month after the nomination. If two members of the committee oppose any nominee, the committee shall not recommend said nominee for membership in the Board.

The Advisory Members of the Board shall also be elected only on recommendation of this committee.

The active members of the Board shall be limited to twenty-one in number.

The name of any member of the Board may on the unanimous recommendation of the Committee on Membership be stricken from the roll by vote of the Board for continued absence unexcused by the Board, or, after due hearing, for other cause.

This committee shall be charged with the duty of proposing and securing new fields of Extension work with the view of securing additional student members of the Extension. It shall also suggest times and places for meetings of student members.

SEC. 5. The Committee on University Extension shall consist of seven members. It shall have charge of all matters pertaining to the formation of systems and courses of lessons and lectures in the work of University Extension. It shall avoid as far as advisable work that is miscellaneous in character. It shall proceed on the theory of a thoroughly organized and well appointed institution of learning, the work being only less frequent than in the universities. This committee shall be charged with the duty of securing patrons for special lines of university work.

SEC. 6. The Committee on School Extension shall consist of seven members. It shall have charge of all matters pertaining to the formation of systems and courses of lessons and lectures in the work of School Extension. It also shall avoid as far as advisable work that is miscellaneous in character, and proceed on the same theory as the Committee on University Extension. This committee shall be charged with the duty of securing patrons for special lines of school work.

SEC. 7. The Committee on Organization shall consist of five members, and it shall have charge of all matters pertaining to the organization of auxiliary societies authorized by the Constitution, and it may also co-operate with the Executive Committee of the National Board in forming organizations for other parts of the country.

SEC. 8. The Committee on Auditing and Printing shall consist of three members. It shall authorize all the printing required, and shall audit all bills before payment is made.

ARTICLE IV.

ORDER OF BUSINESS.

The order of business at any regular meeting shall be as follows : 1. Call of the Roll ; 2. Reading the Minutes ; 3. Reports of Standing Committees in order named ; 4. Reports of Special Committees ; 5. Unfinished Business ; 6. Miscellaneous Business.

ARTICLE V.

ELECTIONS.

The election of officers shall take place at the regular meeting held in the month of April of every second year. Election to membership in the Board may take place at any regular meeting of the Board, nomination having been made in open Board at least one month preceding the time of election. No election, however, may be made without the recommendation of the Committee on Membership. The names of persons approved by said committee shall be sent to members together with the notice of the meeting at which the election may take place. All elections shall be made by printed or written ballot. Five opposing ballots shall be sufficient to prevent an election, and no name may be twice presented within a period of six months.

ARTICLE VI.

AMENDMENTS.

These By-Laws may be amended at any time by a two-thirds vote of all the members of the Board, but one month's written notice shall have been given in open Board, and a notice of the proposed amendment shall be sent with the call for the meeting. The report of the Committee on Rules and Regulations shall be read before the voting on the proposed amendment begins.

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